

To: undisclosed-recipients:[]; undisclosed-recipients:[]
From: Kirk Barrett
Sent: Fri 4/30/2010 5:47:25 PM
Subject: Confidential Draft Agenda for Passaic River Symposium
[Confidential Draft Agenda, Passaic River Symposium.pdf](#)
<http://www.csam.montclair.edu/pri/conferences>
<http://www.csam.montclair.edu/pri/conferences>
<http://www.montclair.edu/welcome/directions.html>
<http://www.montclair.edu/map/>
kirk.barrett@montclair.edu
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<http://www.csam.montclair.edu/PRI/>

Hello and thank you for submitting an abstract to the Fourth Passaic River Symposium on June 22. I am pleased to let you know that your abstract has been accepted for a platform (oral) presentation. This email provides important information for presenters, so please read it carefully.

A tentative agenda is attached (please do not distribute); please search for your presentation and check the title, presenter's name and affiliation and return any corrections ASAP. I plan to begin advertising the agenda via email on May 5. (Only the presenting author will be listed in the agenda; all authors will be listed with the abstract in a booklet distributed at the Symposium.) We are having three tracks this year because of the large number of excellent abstracts received.

You will have a total of 15 minutes for your presentation including questions. I'm sorry the time is short but there are many fine presentations that we wanted to include. For this reason, time restrictions will be rigidly enforced.

Now, I am asking you to submit by May 15 a final abstract (preferably as a word processor file rather than as a PDF, because we need to merge all the abstracts into a master file.) Your abstract can be up to one full page long, using 1 inch margins and 12 point type. You can include whatever you want on this one page – text, figures, URLs, citations. Please follow this format:

Title Centered in Upper and Lower Case, Not all Caps

Firstauthorfirstname Firstauthorlastname1, Secondauthorfirstname Secondauthorlastname2,
Thirdauthorfirstname Thirdauthorlastname3 ...

1 Affiliation and contact details, including phone and email

2 Affiliation and contact details, including phone and email

3 Affiliation and contact details, including phone and email

Abstract text begins here

I plan to post the abstracts to the Symposium web site (<http://www.csam.montclair.edu/pri/conferences>) in advance of the Symposium to entice potential attendees. Please let me know if you'd rather not have your abstract posted in advance. You are also invited to submit (by May 15) a short (1/2 page) biography to be published in the booklet.

Let me remind you that the symposium takes place June 22, 2010 starting at 8:30 am at Montclair State University's Conference Center on the 7th floor of University Hall, Montclair, New Jersey. All presenters are required to register and pay for the conference. Registration form and on-line registration are via the Symposium web site <http://www.csam.montclair.edu/pri/conferences>.

(One bonus you get for being a presenter is that we'll give you a pass for free parking. We'll also provide reimbursement for any presenter arriving by transit -- we have good access by train and bus from NYC and Newark.)

Driving/transit directions are at <http://www.montclair.edu/welcome/directions.html> and an interactive campus map at <http://www.montclair.edu/map/>. The Montclair Heights train station is at the lower left corner of the map. The Red Hawk deck is the large white building on the left side. University Hall is above it. To get to the University Hall Conference Center, walk straight ahead out the back door (opposite side of the entrance) on the 5th floor of Red Hawk Deck. University Hall is the large white building with the red roof straight ahead. You have to use the elevators on the far side of the building to get to the 7th floor.

Regarding submitting your presentation -- **DO NOT BRING YOUR OWN LAPTOP**. If the PPT file is < 5MB you can email to me kirk.barrett@montclair.edu. If it's >5MB, please use a file transfer service like www.yousendit.com. In either case, do so by 10 am Monday June 21.

Thanks to your participation, it's shaping up as an excellent symposium!
I'm looking forward to seeing you on June 22nd.

If there are any problems or questions, please contact me by phone or email.

Regards,
Kirk Barrett

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